Terms of Reference
Continuous Professional Development (CPD) Committee

Australian Institute of
Landscape Architects

Strategic Linkage

Sustainable AILA Strategic Pillar

- AILA continues to review and improve its Governance framework
- AILA has a safe, supportive and growth oriented culture

Education Strategic Pillar

- AILA's CPD program meets the needs of a growing and increasingly complex profession

Background

CPD is a self directed and planned program, allowing you to take charge of your learning and professional needs, to broaden knowledge, acquire new skills and fulfill career aspirations. Registered Landscape Architects are required to achieve a set-number of CPD points annually to maintain registration.

Aim

AILA's CPD program keeps landscape architects and landscape professionals up-to-date with the right knowledge and skills. To ensure that landscape architects are provided with appropriate Continuing Professional Development (CPD) to enable them to maintain the competencies required for ongoing registration and to practice landscape architecture at all stages of their professional career.

Objectives of the Committee

1. To develop a CPD Plan for the content and delivery of CPD of members that embraces many different ways of delivery to ensure access to all members.
2. Increase opportunities for learning.
3. Investigate CPD requirements for an expanded AILA Registration Scheme (e.g. Urban Design).
4. Periodically review policies in consideration of any regulatory and industry change.
5. Encourage flexibility and reciprocity with other education providers to meet the widest possible range of CPD needs of members.
6. Foster links with government and other education providers in the area of CPD nationally and internationally.

7. Monitor changes and needs in professional standards to ensure alignment of CPD programs and content.
8. Act as an advisory committee to the staff responsible for the management, development and delivery of Institute CPD activities and programs, including the Festival of Landscape Architecture (LA Festival).

Roles and Responsibilities of the Committee

1. Review CPD content/ agenda from presenters to ensure relevancy.
2. Assess and improve CPD Processes.
3. Provide guidance to AILA staff and members with regards to allocation of CPD points for attendance to events, documentation, workshop and learning materials and any source of Continuous Professional Development material where CPD is applicable.
4. Provide advice and recommendations on the future direction of CPD in the context of Education and its processes.
5. Facilitate and convene a CPD Framework Working Group to provide oversight of the redevelopment of AILA's Continuous Professional Development Framework.
6. Review CPD Framework Working Group Terms of Reference.
7. Write and review templates and forms for CPD assessment, allocation of points, self-review forms and any other material that members, AILA staff and sponsors may require to report CPD allocation.

Committee Membership

AILA Board will appoint the CPD Committee members following the receipt of expressions of interest from members. The committee will comprise:

- Up to 7 appointed members. Term of appointment of two years, with a suggested maximum service of two (2) consecutive terms to allow other AILA members to participate. However, members may participate for longer to ensure continuity of the committee's activities where appropriate.
- AILA committee membership should endeavour to reflect the diversity of the membership.
- The Chair(s) to be elected by the Committee and ratified by AILA Board.
- The committee secretariat is to be provided by an AILA staff member.
- A quorum for every meeting of the Committee is two thirds of the current appointed membership.

The Committee can co-opt AILA members with expertise to participate in working groups on an 'as needs' basis to focus on specific activities. All working groups to report back quarterly to the Committee.

Committee members are expected to participate in quarterly meetings, actively volunteer for assignments, and contribute to the tasks agreed upon. Where consistent non-attendance (i.e. more than two consecutive meetings missed) is recorded, a Committee member may be asked to vacate their position.

Accountability

The following is the quality control approach for the work of the Committee:

- All Committee work is to be reviewed and adopted by AILA Board prior to any public release.
- When adopted as an AILA policy or plan, the AILA Board may delegate delivery and/or implementation to the Committee.
- The Committee members must seek AILA Board approval (through the CEO) prior to issuing or releasing policy or position statements.
- The Committee members are to provide AILA Secretariat documentation of the activities undertaken on behalf of the Committee, within one week of the activity, to contribute to the Committee member reports for each Committee meeting.

- Committee to provide a written report to AILA Board (via the secretariat) on work undertaken, at least two weeks prior to quarterly AILA Board Meetings (3-4 times per year).

Meetings and Records

To facilitate its work the Committee will,

- Hold quarterly meetings in an online setting as set by the Committee chair with secretariat; and
- Each member must attend at least three meetings per annum to remain on the Committee and other meetings as and when required, unless otherwise negotiated.
- The Committee will be provided with a cloud-based workspace, to be advised by AILA.
- The records of all meetings are to contain only decisions, recommendations, and actions.
- The outcomes of the Committee's work are to be collated and circulated by the secretariat for each meeting.
- Drafts of documents produced will be circulated to Committee members prior to being finalised, issued, and stored on the AILA server.

Review of Terms of Reference (ToR)

CEO to conduct annual review of ToR with the Chair and Committee members.

Relevant AILA Policies

- AILA Constitution
- Code of Professional Conduct
- CPD Policy
- CPD Framework Working Group ToR
- People Recognition Policy
- Membership Policy and Member Benefits Guide

Key Committee Collaboration

- Continuous Professional Development Framework Working Group
- Education Committee
- Climate Positive Design Working Group
- Gender Equity Committee
- Connection to Country Committee
- People Recognition Committee
- Practice Committee